

***MyTDEC Forms Application:  
Finding a Form to Begin a Submission***

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Version 1.2

# How do I find and start a form?

## Overview

The following document will provide step-by-step guidance on how to find and begin a form. Following these guidelines will result in your ability to locate any type of form available on the platform and begin a submission.

## Step-by-Step Guide

### Step 1- Login to your Account

#### 1.1 Selecting Sign In

Begin by navigating to <https://forms.tdec.tn.gov/>. Once you see the screen below, click on **“Sign In”** from the list of options at the top of the page.

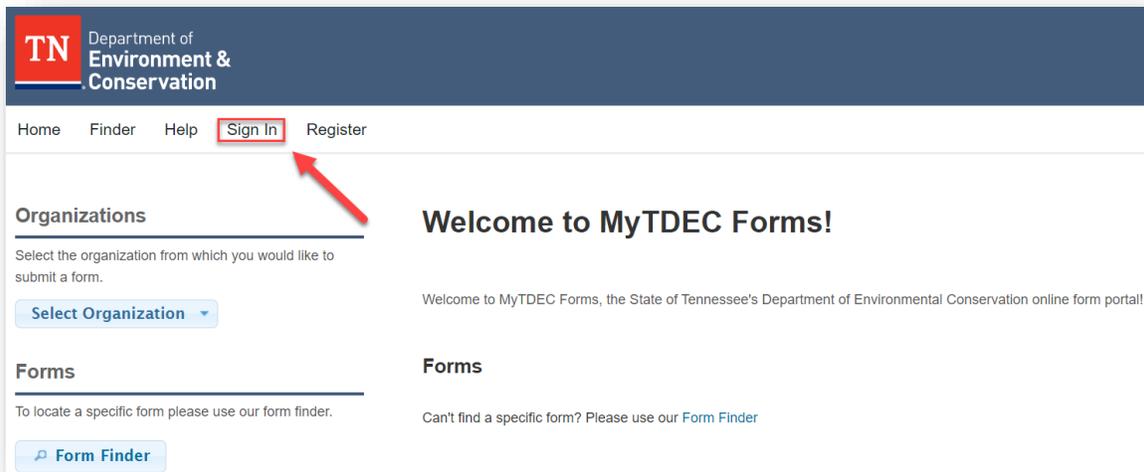


Figure 1 Login Page

### Step 1 – Login to your Account

#### 1.2 Sign In with Credentials

After selecting sign in, please fill in the **“User ID”** and **“Password”** fields. If you forgot your password, please select “forgot password” and follow the subsequent steps to reset that information. Once you have entered your user ID and password into the appropriate fields, please select **“OK”** to complete the log in process.

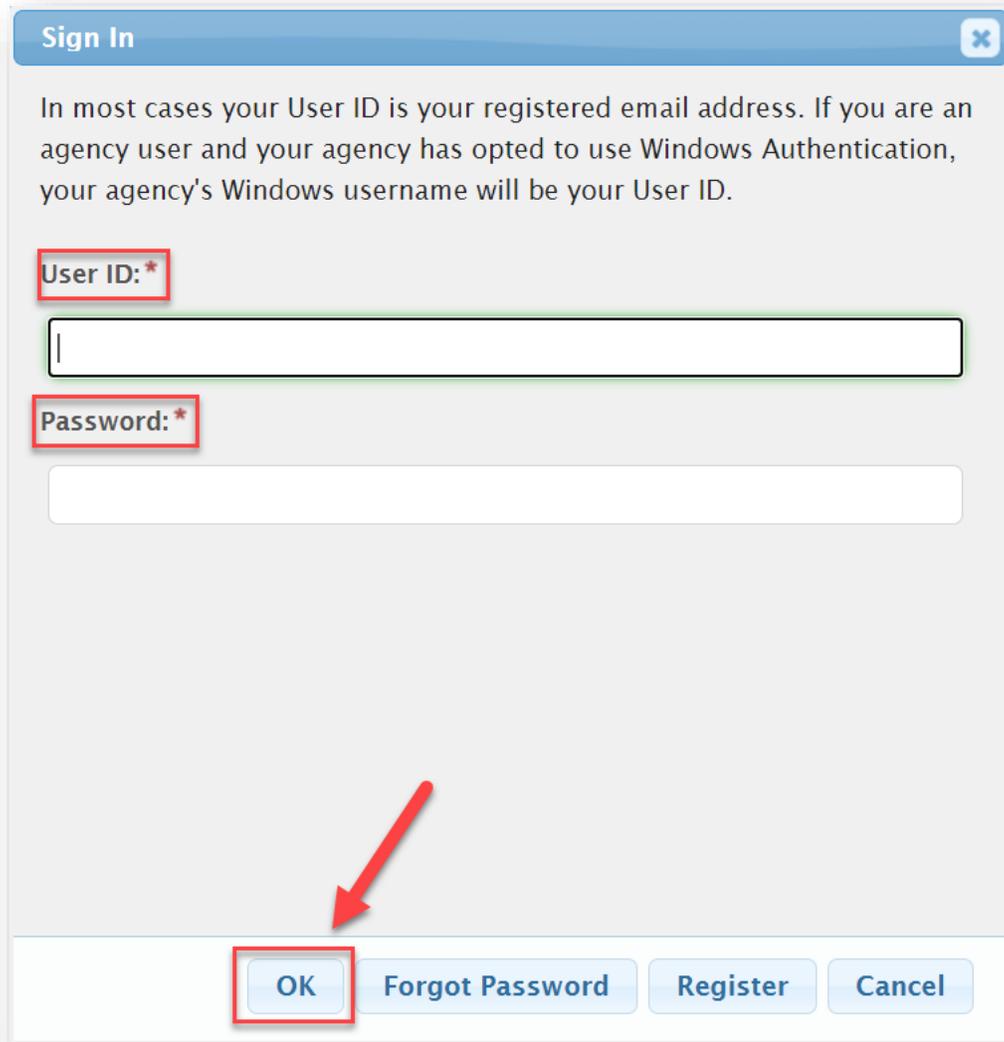


Figure 2 Sign In Window

## Step 2 – Finding/Searching for a Form

### 2.1 Form Finder Options

As demonstrated in the image below, there are **2 easy ways** to find the form you need. Click on either the **“Finder” link** located in the header, or the **“Form Finder” button** located at the bottom of the home page. Both will take you to **a search tool [bar]** where you can enter the name of the form or application you are looking for. If you do not know the exact name of the form or application, enter **words related to the form you are attempting to locate** in the search bar to find the form you need. The results will appear in a list below the search tool [bar] under the **“Recommended Forms”** heading. Click on the title of the form or application you would like to submit.

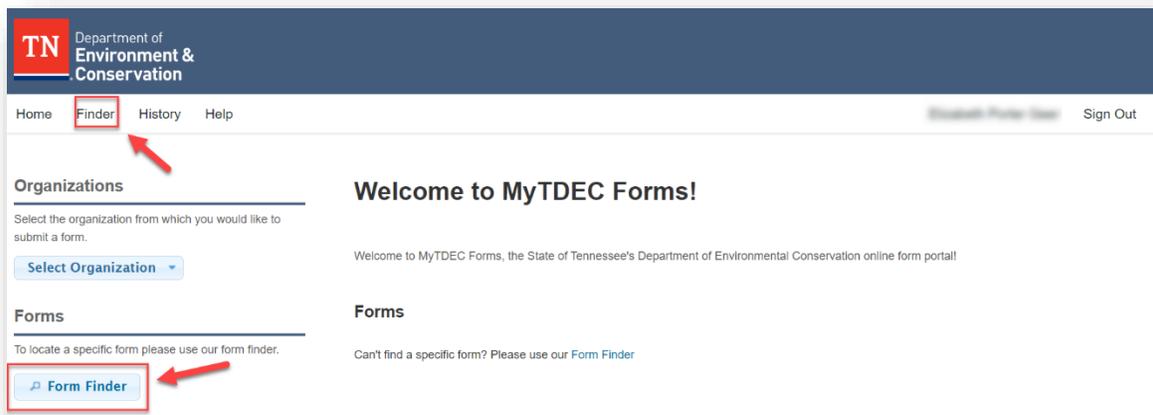


Figure 3 Form Finder Options

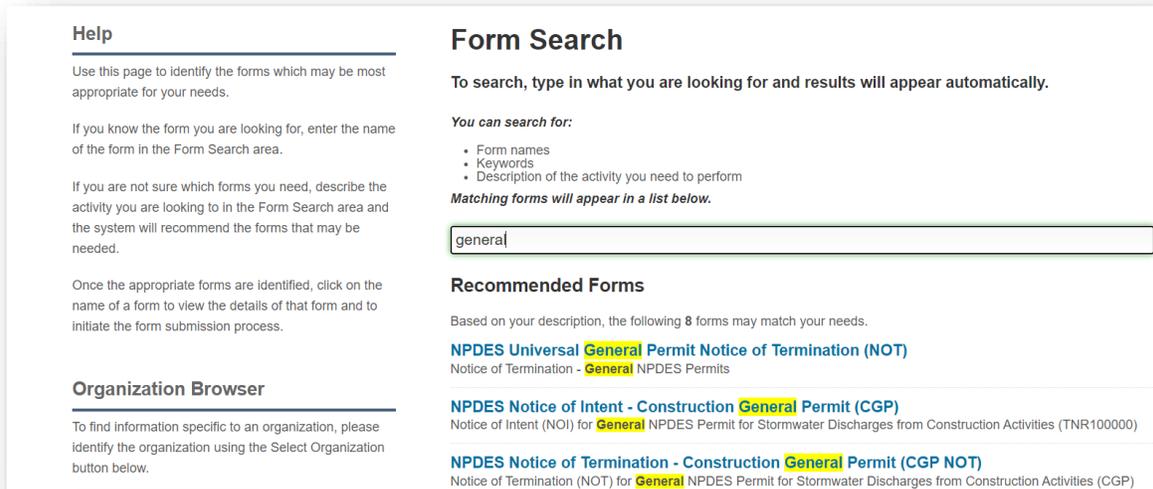


Figure 4 Form Search Tool Bar



## Step 2 – Finding/Searching for a Form

### 2.2 Alternative Search by Organization

You can also return to the home page and find a form by selecting an organization. Below the **“Organizations”** header, click **“Select Organization”** from the drop-down menu. You will be linked to a page that lists all forms associated with that organization. Scroll through the list to find the form you need.

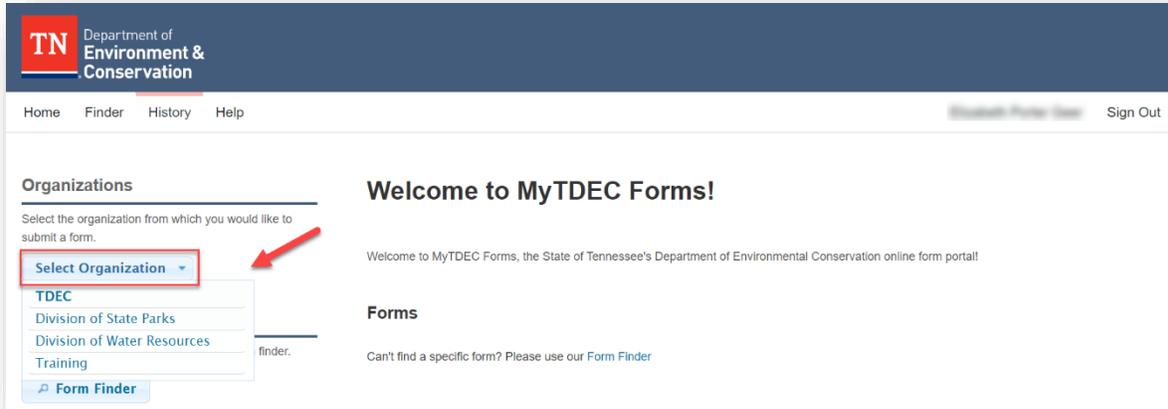


Figure 5 Selecting Organizations from the Drop-Down Menu